Creative Arts and Technology House Meeting Minutes

December 1, 2011

Staff in attendance: Ms. Nelson, Ms. Gottlieb, Mr. Bruno, Mr. Conlon, Mr. Faraci, Dr. Andrade, Mr. Ramos, Mr. Emmanuel, Ms. Bautista, Ms. Melendez, Mr. Paulin, Mr. Phillips, Ms. Sapp, Ms. Shein, Mr. Perez, Ms. Page

School Safety –

* The physical or emotional safety of staff and students were not of concern. However, the safety of materials was highlighted when it was noted that teachers are not locking the SMART board carts and there is damage to the furniture in the classroom.
* Teachers were reminded to work with their colleagues to establish classroom expectations and develop rituals and routines for each other so when there is a substitute in the room we can pinpoint the breakdown in the routines.

Classroom Instruction-

* Teachers are expected to plan for their students from the beginning to the end of the period. Many behavior issues will be reduced when students are engaged in work that is relevant and meaningful to them. Teachers are expected to engage students in standards based grade appropriate work, the learning objective and standards should be evident to students at all times.
* If we do not appropriately plan for our students, they will plan the period for us.
* It is the beginning of the month and all bulletin boards must be updated with new, standards based rigorous work.
* Refer to Webb’s depth of knowledge chart for guidance in the development in rigorous task.
* Just as all hallway bulletin boards are expected to be updated, the same is true for boards in the classroom. There should be no boards with student work from September, October, or early November (prior to November 23) posted.
* The extended day 37 ½ minutes session is a small group intervention service that requires you to work with no more than 10 students on Monday, Tuesday and Wednesday. All students were given the names of students who were mandated based on test scores, teachers were given an opportunity to select students based on classroom performance and teachers worked in teams to identify 20 students that would be tracked for the year. Ms. Askew has sent out emails and made the permission slips available. If the students are not showing up to extended day session, teachers are responsible for documenting that they have reached out to parents each time and maintaining a log of interactions. It is unacceptable to be in the room for the 37 ½ minutes without any students to support.

Guidance Report – Ms. Gottlieb

* High school applications are still being collected. Most students have handed them in with 3 or 4 students in each class who have not. Class 823 and class 891 have 100% return. They will be celebrated! Ms. Gottlieb thanked teachers for allowing her to visit classes and for encouraging the students to hand in their applications on time.
* Ms. Gottlieb encouraged teachers to notify her when a student is absent for 4 or 5 days so that she can reach out to the parents and investigate the absences. She shared that after speaking with a teacher and following up with a parent about the student, the parent was in fact responsible and the student has been in school on a daily basis.
* Ms. Askew stated that parents should be contacted by both the homeroom teacher and counselor and information should be shared with Ms. Gottlieb within 3 days of repeated absence.

Deans’ Report – Mr. Paulin

* Thank you for stepping out in the hallways, it makes a difference.
* Please utilize the section sheet to document attendance every period. We are developing a trend of students leaving the building or starting to cut class during period 5. The section sheet is the best tool we have to keep a record of attendance so that we can hold students accountable. It is not an overwhelming amount of students; however, the students are aware of who is taking attendance and who is not. We must constantly communicate with one another about what we are seeing.

Trip

* The trip to the movies was a success. Teachers are to keep in mind that the students are on a trip however, all teachers are still working and they are expected to be mindful of student safety and behavior at all times.
* The January trip is almost finalized, pending the approval of bussing. It is a bowling trip and more details will be provided once the details are confirmed.

Respectfully Submitted,   
Raevan Askew

Interim Acting, Assistant Principal